

OFFICE OF TRAINING

20 Feb 1964

NOTICE

NO. 6-64

SUBJECT : Reporting of Employee Emergencies and Unforeseen Absences

25X1A

REFERENCE: 

1. The attention of all supervisors is directed to referenced regulation regarding reporting of employee emergencies and unforeseen absences. It is extremely important that all supervisors and employees be aware of their responsibilities particularly regarding the reporting of employee emergencies or unforeseen absences immediately to the Office of Personnel through PO/TR. It is important to emphasize that portion of the regulation requiring the employee to report unforeseen absences within the first two hours of the work day, and the supervisor's responsibility to follow-up to contact an employee who does not report in this period of time.

2. Relative to employee emergencies, it is incumbent upon each employee of OTR to be sure that the name, address and telephone number on his emergency locator card is current and accurate. These cards are retained in PO/TR.

3. Not included in referenced regulation, but salient to the effective administration of OTR, is an additional requirement for those on sick leave to report their condition to their supervisors on a daily basis. Those who will go on planned and extended sick leave may arrange a periodic reporting procedure, appropriate to employee's illness and conditions of confinement.

4. Each School and Staff Chief should therefore circulate referenced regulation to all of his employees and certify (through the weekly) to the Director of Training when all of his employees have read and understand the provisions of this regulation. New employees and returnees to OTR will be alerted to this regulation as they process through PO/TR.

  
Acting Director of Training

Distribution:

All Supervisors

25X1A